



**GOGEBIC**  
COMMUNITY COLLEGE

**Contract**

I have thoroughly read the policies, rules, regulations and requirements contained in this contract and agree to comply with them and other such rules and regulations as may be instituted by Gogebic Community College during the course of this contract. In particular, **I understand that this contract is for a room in the Campus Suites for the entire academic year consisting of Fall and Spring terms, subject only to the Campus Suites refund policies as stated in the Gogebic Community College Campus Suites Handbook.** My signature below acknowledges that **I have thoroughly read the policies, rules, regulations, and requirements contained in this contract and understand and agree to comply with them including the terms and conditions of the Campus Suites Handbook,** which are incorporated herein by reference. I agree to make myself aware of and abide by my rights and responsibilities under the applicable rules, regulations, ordinances and procedures established by the college community and any other such rules or regulations as may be instituted by Gogebic Community College during the course of this contract. They are also incorporated by reference under this housing contract. I agree to comply with all local, state and federal laws. I agree to be responsible for and pay to Gogebic Community College all applicable housing fees and other charges assessed under this Housing Contract. I understand that my Housing Contract will be in effect for the entire academic year. I understand that if I want to cancel this Housing Contract I will incur financial obligations and be responsible for fees arising from my breach of this housing contract. I warrant that all of the information provided in this Housing Contract is true and I acknowledge that if any information provided is false Gogebic Community College may terminate this housing contract.

I understand and agree that my electronic signature and submission of this form will act as my signature and will be valid and binding.

The provisions of this contract must be either accepted as written or rejected. Any alterations, deletions, additions, etc., will be disregarded, and the contract, when signed and accepted, will be binding on both parties as originally written.

Student Name **(please print)**

\_\_\_\_\_  
Last                                      First                                      Middle

\_\_\_\_\_  
Student's Signature                                      Date

\_\_\_\_\_  
Parent/Guardian's Signature  
(If student is under 18 years of age)

Complete and return this form with your \$200 security deposit to:  
Office of Student Housing  
Gogebic Community College  
E4946 Jackson Road Ironwood, MI 49938

# 2018-2019

# Campus Suites Contract

This contract becomes a binding legal document when you (or your parent or guardian if you are under 18) signs it and it is accepted by the Office of Student Housing at Gogebic Community College. Read it carefully so you understand its provisions thoroughly. You will be responsible for all policies in this contract, the Student Housing Handbook, and the Gogebic Community College catalog. Contact the Office of Student Housing at (906) 932-4231 if you have any questions.

## **Eligibility**

Only those who are officially enrolled as full-time Gogebic Community College students in on-campus courses that are currently in session may reside in the Campus Suites. Students less than full-time who wish to reside on-campus must petition the Office of Residential Life for special consideration. Students who cancel their registration or withdraw must vacate their room within 48 hours of their cancellation. Eligibility can also be affected if a student has a felony conviction. Students who have been convicted of a felony must report the nature of the offense to the Manager of Campus Suites at the time of application, or immediately upon conviction if during the period of contract. Eligibility to live in the Campus Suites for a convicted felon would then be determined at the discretion of the college administration.

## **Non-Discrimination Statement**

Gogebic Community College Office of Student Housing does not discriminate in room or suite assignments on the basis of race, color, age, gender, disability, height, weight, marital status, national origin, political persuasion, religion, or veteran's status, or any other category protected by law.

## **Period of Contract**

**Room assignments are made on a full academic year basis.** Residents may move in on the dates listed with their housing assignment information. The Campus Suites will be open by request and through prior individual arrangement during holiday breaks and during Spring break. Students will be notified of the final year-end closing dates of the Campus Suites. Individuals who vacate assigned rooms without written consent of the Manager of Campus Suites will be responsible for all charges for the entire academic year.

## **Condition of Residence**

Efforts will be made to meet the room assignment choices which are indicated on a student's application. However, Gogebic Community College reserves the right to make assignments in accordance with the availability of space and at the discretion of the Manager of Campus Suites. Room changes may be granted at the discretion of the Manager of Campus Suites. Gogebic Community College reserves the right to cancel room reservations if the room is unoccupied by the first day of scheduled classes in each session.

Gogebic Community College reserves the right to inspect rooms for maintenance, health, or safety reasons. The College affirms its respect for each resident's right to privacy in his/her room and agrees to make a reasonable effort to give at least 24-hour notice prior to making routine inspections for damages and cleanliness. The College regards room entry for purposes of improvements, maintenance, cleaning, and recovery of unauthorized College-owned property, and fire and safety inspections as necessary for the health and general welfare of all residents. Therefore, I agree that entry is authorized for these purposes. I also agree that my request for maintenance service will constitute authorization to enter my room for such maintenance without further notice. Except as indicated in this section, the College agrees that entry without notice will be made only in emergencies to protect or ensure protection of life, limb, or property. I understand that I am responsible for and agree to pay Gogebic Community College for any damages to my assigned room/suite and for any damage caused by me to Campus Suites building.

The Campus Suites Contract may not be assigned or sold. Subletting of rooms or space within them is prohibited. Conducting businesses within rooms or halls is prohibited. Guests of residents are permitted to remain overnight in accordance with Gogebic Community College's Guest Policy (see Campus Suites Handbook). Gogebic Community College and its employees are not responsible for damage, loss, or theft of a student's personal property. Students are strongly encouraged to have personal property insurance.

### Check-in Procedures

When you check into your room, you must review and complete an inventory of furnishings and room condition form. This form is very important because it assures that you will not be charged for missing items or for damages caused by previous occupants. Room keys will be issued through the Manager of Campus Suites only after a student has completed a room condition form.

### Check-out Procedures

At the time you vacate your room, you are required to complete a final room condition form indicating the contents and condition of your room. Failure to do so will result in the forfeiture of the prepaid room deposit. If you fail to return your room, mailbox and/or outside door keys, a processing charge and a replacement charge will be added to your student account. Students are responsible for the condition of their rooms and any damages that take place between check-in and check-out.

### Consolidation Procedures

If your four-person unit is not full, you will, at the college's discretion, be required to consolidate with another four-person unit. Complete consolidation responsibilities and procedures are contained in the Campus Suites Handbook.

### Additional Charges

You may be held accountable and be charged for common area damages which cannot be attributed to specific individuals such as, but not limited to: damages or stolen furniture or building equipment, additional cleaning due to excessive trash or personal items in common areas, and broken windows.

### Rules and Regulations

**Each resident, by virtue of this contract, agrees to abide by all relevant federal, state, and local laws as well as the rules and regulations of Gogebic Community College as stated in the Campus Suites Handbook.** A copy of the Campus Suites Handbook is available online at gogebic.edu, and a hard copy will be provided for each resident upon move-in. Further, each resident can be held responsible for any and all behavior or activities within his/her assigned room or the common areas of the Campus Suites. Violation of rules and regulations will result in action being taken by Gogebic Community College, varying from issuance of a warning to seeking prosecution in criminal court, depending upon the nature and severity of the violation. Gogebic Community College reserves the right to cancel your housing contract and to require you to move out of your suite if you commit a serious policy violation, continue to commit minor violations, or show a serious lack of respect for others in the Campus Suites. **Any student dismissed from housing for behavioral reasons is still responsible for full year housing rental charges!**

### Deposit

A room reservation will be confirmed in writing upon receipt of: 1) completed housing application and application fee, 2) signed Campus Suites Contract, 3) \$200 room deposit, and 4) an account in good standing with the Business Office. If the student seeks cancellation of housing after a room deposit has been received and after a room assignment has been made, the room deposit cannot be refunded. At the beginning of the contract period, the room deposit will be converted to a damage deposit and held during the academic year. At the conclusion of the contract period, if the student is not returning to the Campus Suites, the student will have their damage deposit credited to their account in the Business Office, provided that they meet the requirements as outlined in the Student Handbook (i.e. proper check-out, damages, etc.).

### Payments

The room rate for one student in a four-person unit in the Campus Suites for the 2018-2019 academic year is \$4,004.00. Rates for renting additional space are available through the Office of Student Housing. Students are billed by the Business Office and payment of rental must be paid in full before checking into the Campus Suites. If a student cancels registration or withdraws, refunds of rent paid are as stipulated in the Gogebic Community College catalog. If a student remains in the Campus Suites after the student withdraws from classes, the student will be billed for those additional days in residence.

### Harassment

Any action that is intended to **annoy, threaten, alarm, or harm** any other member of the Campus Suites community is considered a **serious breach of the housing contract and will not be tolerated. Sexual harassment, racial insults, sexist insults, and any remark be it verbal, written, or gesture intended to degrade, intimidate, insult, or embarrass another resident will be grounds for eviction without refund!**